



# Nutrient Management Plan User Guide





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## Introduction

This User Guide is intended to provide guidance and accompany the Nutrient Management Plans (NMP). It is created for the purpose of meeting the requirement of PC10 and improving farm environment practices.

## Cover page

The text box at the bottom of the cover page should be filled out with:

- the farm business name,
- the physical address(es) of the property,
- the property identification number (PIN), as provided by BOPRC, and
- the date upon which the NMP was signed by the farmer.

## Declaration page

**This page is where all parties sign to acknowledge the farm system and actions set out in the document. The Land Use Advisor (LUA) should sign this section, acknowledging the information below:**

- (a) I am suitably qualified and experienced as defined by Plan Change 10 (PC10), and
- (b) I have viewed the property and consulted with the farmer(s) in the development of this Nutrient Management Plan (NMP), and
- (c) The modelled 2017-2022 scenario is feasible and accurately represents the proposed farm system, and
- (d) I certify that this NMP has been prepared in accordance with Schedule LR R6 of Plan Change 10.

The Land Use Advisor then meets with the farm business operator to get the farmer declaration signed.

The LUA should have already presented the NMP for review to the farmer prior to the signing stage. Land Management Officers (LMOs) are available to accompany the LUA to this meeting if required. This will enable the LUA to explain any of the mitigations/farm system changes proposed to the farmer, and the LMO to answer any Regional Council queries, should they have any questions at the signing stage.

**Regional Council staff will fill out the BOPRC Quality Assurance Process text box.**

**Overseer analyses are reviewed for consistency with BOPRC and Overseer data input protocols.**

**The Nutrient Management Plan is reviewed to ensure it meets the requirements of PC10.**

# Section 1 Farm and legal details

These tables area based on Clause 1 in Schedule LR Six: Nutrient Management Plan requirements of Plan Change 10 plus additional general information of the farm that the NMP user may find useful.

## 1.1 Farm and farmer details

- The NMP template uses the term ‘farm’ as equivalent to the Regional Natural Resources Plan’s ‘property/farming enterprise’ which is defined as:  
*“A single operating unit regardless of its ownership structure, size, arrangement and number of parcels and legal tenure.”*
- The farm business name is generally the farm name or the farmer’s trading name.
- The physical address is the address of the properties covered by this NMP.
- The ‘major land uses’ is the most dominant land use on the property. Multiple land uses can be entered. Examples include dairy, drystock, deer, horticulture, Manuka oil, forestry, horses etc.
- The ‘farmer’ named in the NMP is the person responsible for implementing the NMP. If this is not the same person that signs the farmer declaration, the farmer must still be involved in the NMP process to ensure he/she understands how to implement the actions stated.
- The relationship of the farmer is the relationship they hold with the farming business. For example: owner, manager, trustee, shareholder, director.
- The postal address is the mailing address of the farmer. This may differ from the physical address of the property.
- A home or mobile number for the farmer is required. At least one phone number must be entered.

## 1.2 Property area

- Total property area covered by this NMP includes the whole property and non-effective area e.g. non-grazed trees (both forestry and bush blocks) and house blocks, as they contribute to total farm nitrogen losses.
- Total property area in the Lake Rotorua groundwater catchment may differ to the total property area as part of the farm may be outside the Lake Rotorua groundwater catchment.
- Benchmarked effective area is the area that stock can access and includes grazed tree blocks from the 2001-2004 period. This information is provided by BOPRC and is used to categorise the property in PC10. Actual effective area may vary from the 2001-2004 area.

### 1.3 Legal details and parcel

- This table should state all the legal parcels of land covered in this NMP and includes all owned, leased and used (formally and informally) land which forms this property/farming enterprise.
- All lease blocks should have the written permission of the landowner for their land to be included in this NMP. A lease permission form is attached to the initial property report, provided to the land use advisor by BOPRC.

### 1.4 General farm overview

- This section is to give a broad and unregulated description of the farm system and is primarily to give a background and general overview of the farm. Actions stated here will not be monitored and any information entered here is optional. You may wish to present information in a table to improve readability.
- Description may include:
  - Stock numbers, operating system, production information.
  - The topography, soils and climate of the farm.
  - Challenges/advantages of the land/farm system.
  - Previous environmental measures undertaken.
  - Relevant farm/family history and farming philosophy.
- Photos may also be added to this section if desired.

### 1.5 Full property map

- BOPRC will generate this map for inclusion.
- The purpose of this map is to show the boundaries of the farm business enterprise.
- If the farm is partly out of the catchment/in Rule 11, the catchment line/boundary will be shown.
- This map will feature any major waterways (stream order 2 or higher).

## Section 2 Nitrogen targets

These tables are based on Clauses 3 and 4 in Schedule LR Six: Nutrient Management Plan requirements of PC10 and stipulates the nitrogen allocations and targets relating to the land covered by this NMP.

### 2.1 Nitrogen loss targets

- This table needs to be completed using values from the same version of Overseer. Please enter the Overseer version you are using in the header.
- A year is the period from 1 July to 30 June the following year:
  - 2017 Start Point covers 2017-2022.
  - 2022 Managed Reduction Target (MRT) covers 2022-2027.
  - 2027 Managed Reduction Target covers 2027-2032.
  - 2032 Nitrogen Discharge Allocation (NDA) covers 2032 onwards.
- Nitrogen targets are based on PC10 Schedule LR One.
- Total kg N values for this NMP may not be greater than the PC10 total kg N target values for the area of the property within the PC10 boundary.
- PC10 area and Total Farm Business Enterprise Area should only differ if part of the farm is outside the PC10 boundary.
- Where a farm has a portion of land out of the groundwater catchment, the area affected by PC10 relates to the N losses from the portion of the farm within the groundwater boundary. BOPRC will calculate this if required.
- The N target values are not provisional but may change if PC10 changes.
- Overseer version updates do not change this NMP or affect the values in this table after the NMP is signed. See Section 4 for NMP updates.

### 2.2 Losses by Overseer analyses

- This table is provided to show a breakdown of losses by management block if there are separate Overseer analyses for separate management units of the farm e.g. a milking platform and runoff.
- Delete table (but not heading) if not required.

**Note: It is only necessary to have multiple Overseer analyses if the farm system cannot be modelled in a single analysis.**

## 2.3 RL R1 (Rule 11) nutrient loss targets in Overseer version X.X.X

- This table should only be filled out if part of the farm is outside the PC10 boundary but within the Rule 11 boundary (e.g. in a lake catchment affected by Rule 11: Lakes Okareka, Rotorua or Rotoiti). *Please select Yes or No.*
- These targets should be in the same Overseer version as used in Table 2.1. Please state Overseer version in header.
- BOPRC will provide the nutrient loss targets if the property is affected by Rule 11 as well as PC10.
- The area of the farm that is within the Rule 11 area must comply with their Rule 11 allocation. No further reductions are required.

## 2.4 Overseer block map showing nitrogen losses

- This is a block map of the farming/property enterprise as per the block setup in Overseer.
- BOPRC will digitise the block map provided by the LUA and provide attributes for input into the Overseer analysis. Following BOPRC acceptance of the Overseer analysis, BOPRC will generate a block map based on a colour gradient of the block N discharge. Blocks with higher N losses are darker coloured.
- The intent of this map is to give the NMP user a visual representation of the farm N leaching.

### **Advice notes for creating block maps for the LUA:**

- *Block maps and Overseer analyses must have identical block names.*
- *Large areas of trees within paddocks or rhyolite tors should be blocked separately, named appropriately (e.g. grazed trees or similar) and given a lower relative productivity value.*
- *Any tree blocks that have stock access should be a grazed tree block and entered as pastoral blocks in Overseer with lower productivity. Please ensure any tree and/or native blocks in Overseer are stock excluded.*
- *Races, laneways and farm sheds should be joined to the nearest adjacent block rather than being blocked out separately unless it encompasses a significant area and races are fenced.*
- *There is no need to create blocks in accordance to catchment lines, unless there is a management difference between the land in and out of catchment. BOPRC will calculate in/out of catchment losses.*
- *Areas of the farm with different soils that lead to difference in drainage profile of the soil should be blocked separately, following the closest fence line.*
- *Pastoral blocks that are named 'flat', 'rolling', 'easy' or 'steep' should reflect the Overseer slope category of flat 0-7.99°, rolling 8-15.99°, easy 16-25.99° or steep >26° where possible.*
- *Wetlands that are fenced should be added as a riparian block (as per Overseer BPDIS and BOPRC protocols) but can be named 'wetland'. Wetlands that are not fenced should be mapped as a pastoral block with a lower relative productivity and can be called 'grazed wetland'.*



## Section 3 Nutrient management

The following information is based on Clause 5 in Schedule LR Six: Nutrient Management Plan of PC10.

Schedule of nitrogen mitigation actions:

- The following series of tables set out a pathway, including a schedule of mitigation actions, described land uses and Overseer (or other Council approved model) input parameters that will achieve compliance with the nitrogen targets in Section 2 of the NMP.
- The farm system and actions for the 2017 Start Point and 2022 MRT need to be in sufficient detail to show how the relevant N targets will be met. You will also need to submit Overseer analyses corresponding to 2017 and 2022 targets – see Section 4 of this NMP.
- A broad description of potential actions is needed for the 2027 and 2032 N targets.

### 3.1 Overseer analysis description and nitrogen allocation target actions

Provide a brief description of the farm system AS MODELLED IN Overseer, including:

- Stock numbers and class.
- Stock movements.
- Fertiliser policy.
- Production.
- Cropping (if any).
- Feed imports.
- Infrastructure (e.g. stand-off pad, herd home) and timing of use.

This information may be inserted as a table within the text box if preferred.

**If you use an alternative model to Overseer see PC10 Policy LR P15 of PC10.**

### 3.2 Actions to achieve nitrogen Managed Reduction Targets

Show what actions are planned, that are in addition to or different from the 2017 Start Point farm system and actions, to show a pathway to meet the nitrogen MRT and 2032 NDA. Please follow the information requirements detailed in 3.1.

Please be absolute, rather than relative, in stating mitigations e.g:

- *'230 cows will be milked at peak'* as opposed to *'reduce peak milking cows by 20'*.
- *'Buy in 200 weaner calves'* as opposed to *'buy 30 less weaners'*.
- *'Apply 30 kg N/ha on grazing block in September'* as opposed to *'reduce N fert on grazing block by 15 kg N/ha'*.

This ensures that there is no confusion about the farm parameters of the chosen system for the MRT period.

### 3.3 Data and records to demonstrate compliance with nitrogen targets and mitigation actions

Auditable source documents must be kept as proof of compliance with targets and mitigation actions. If requested these must be provided to the Regional Council. Farm records are expected to be kept for at least 7 years.

The data and records will normally address:

- Production, e.g. milk production, carcass weight, velvet, etc.
- Livestock numbers to be accounted through NAIT and/or equivalent dockets and receipts.
- Calving, lambing, fawning and weaning dates recorded as a farm dairy entry or similar.
- Fertiliser type, amount and timing (including by block if differential rates used) and spreading contractor invoices (if relevant). Fertiliser company and contractor records are expected.
- Records or equipment maintenance and calibration are expected if fertiliser is spread by the farmer.
- Supplementary feed origin, amount, type, storage and destination (stock classes fed and location on farm by paddock or overseer block location); as recorded in a farm diary or dockets/invoices where appropriate.
- Crops grown: crop types and yield, planting dates, paddock/Overseer block location (map if relevant), months of harvest or grazing, stock grazed regressing dates, fertiliser applications crop rotation history; as recorded in a farm diary or dockets/invoices where appropriate.
- Infrastructure: feed infrastructure, in-shed feeding (months or usage), stand-off, feed or wintering (pads or barns), timing and nature of usage; as recorded in a farm diary or similar.

Note that nutrient budgeting analyses are addressed later in Section 4.

### 3.4 Good Management Practices for nutrient management

This section provides a summary of industry recommended Good Management Practices (GMP). Regional Council requires all farms to be operating at or above the standard of Required Good Management Practices stated. Recommended Good Management Practices are included as a target for farmers to achieve for best environmental performance.

The Land Use Advisor should not remove any practices in this table but additional practices are encouraged to be added if relevant to the property and farm system.

### 3.5 Olsen P

This section is to record the latest soil test and evaluate Olsen P levels in the soil. Soil tests should be done by block to show any variation in Olsen P levels over the farm. Any blocks where the Olsen P is higher than the agronomic optimum should reduce or withhold P fertiliser applications.

### 3.6 Property specific actions for nutrient management – identifying Critical Source Areas

The purpose of this section is to describe and identify mitigations for Critical Source Areas (CSAs) on farm.

A CSA is a point or area of the farm that contributes a high disproportion of losses (nitrogen or phosphorous) from the farm. These are generally areas of high stock concentration, exposed soil and close to waterways or ephemeral flow paths. Examples include, but not limited to: tracks, stock camps, gateways and yards (where dung may accumulate), cultivated paddocks, feed stations and active erosion sites. CSAs can be nitrogen or phosphorus based.

Consider:

- The connectivity of sites to waterways and ephemeral flow paths as phosphorus losses generally occur through surface overland flow from these sites.
- The nutrient impact of storing and feeding out supplementary feed
- Locations where stock congregate on farm

Gorse is a CSA for nitrogen as mature gorse can leach 38 kg N/ha/y. Therefore we require that all landowners keep their properties free of gorse, and record any gorse as a CSA. If there are significant areas of mature gorse on the property (>3 ha), then please contact the Regional Council Land Management Officer as there may be additional funding available to control this.

Detainment bunds, when used in their correct capacity, are an appropriate mitigation for reducing the effects of nutrient in overland flow, in addition to implementing GMPs. If a landowner is interested in a detainment bund, please provide details to Regional Council and we will determine the feasibility of detainment bunds for the farm. Existing detainment bunds to be marked on the farm map in section 1.5.

Risks relating to fertiliser applications (N or P) should be addressed in section 3.7 – fertiliser management. Risks relating to effluent storage and applications should be addressed in section 3.8 – effluent management.

Critical Source Areas are to be recorded on the CSA spreadsheet provided by the Regional Council.

Before completing the CSA spreadsheet:

- Use a detailed Ephemeral Flowpath Map (supplied by BOPRC) to check where storm runoff may intersect with sites or activities likely to be CSAs.
- Visually inspect the entire property to identify Critical Source Areas.
- Review management of crops, pasture and stock to minimise soil disturbance, especially in wet conditions.

The Land Use Advisor should then:

- Number and record the locations of the CSA on a map using either a paper copy, Google Earth, or the CSA collector app. CSA are generally attributed to a specific point or area on farm. However, if there are significant repeats of a CSA on farm, or a CSA which relates to the farm in general (such as drains, steep areas or cropping), these can be recorded without being attributed to a specific location. These will appear in the table without a number. Actions and timeframes will still need to be specified.
- Identify and record the realistic implementation of good management practices to avoid or reduce the risks from critical source areas and other areas which may contribute to losses. A timeframe (due date) must also be provided.

- Fill out the spreadsheet, ensuring:
  - CSAs are listed in order of closest due date, followed by highest priority.
  - The CSA type is selected from the drop-down list. If the CSA type does not match the CSA you have identified, use 'other' and state the type in the end column. The CSA description field can also be used to describe the CSA more accurately. This is a requirement for data entry.
  - If CSA's have the same type, action and due date, these can be grouped together.
  - Select a date that is within an acceptable timeframe for the farmer. This does not need to align to the MRTs.

Further instructions for mapping and documenting CSAs can be found on the first tab of the CSA template spreadsheet, supplied by BOPRC to the Land Use Advisor.

The CSA spreadsheet is to be inserted as a table (not an image) into the NMP in section 3.6 alongside the CSA map.

## 3.7 Fertiliser management

This section is to identify the risks associated with storing and spreading fertiliser.

- Please select if fertiliser will be spread by the farmer or farm employee, or by a contractor.
- All fertiliser spreading contractors should be certified under the Spreadmark Code of Practice 2015.
- This section should identify and address risks from fertiliser storage and application, especially direct run-off losses during and shortly after application.
- Describe risks specific to the property associated with spreading and storing fertiliser including:
  - Any buffers around sensitive areas e.g. waterways and ephemeral flowpaths.
  - Proximity and connectivity of storage to ephemeral flowpaths.
  - Weather considerations.
  - Considerations taken due to other nutrient sources on areas of the farm (e.g. effluent).
- If spread by the farmer or farm employee, please describe the measures taken to ensure fertiliser spreading equipment that is maintained and self-calibrated to Spreadmark Code of Practice standards. State how often equipment is cleaned and calibrated.
- For more guidance see the Code of Practice for Nutrient Management 2013 or any subsequent version.
- Do not repeat fertiliser application rate/timing information described elsewhere in this NMP.

### 3.8 Irrigation management

- Please select **Y** or **N** depending on if the property is irrigated or not. If **N** then no further information is required; if **Y** then:
  - Describe the areas of the property that are irrigated, the application rates and timing.
  - Describe methods to avoid excess irrigation that could cause nutrient runoff and/or leaching.

### 3.9 Effluent management

- Please select **Y** or **N** depending on if the property has an effluent system or not. If **N**, then no further information is required.

For dairy farms, effluent is primarily addressed via a Dairy Shed Effluent Discharge Consent. Regional Council will enter the resource consent number.

- Please describe any further methods the farmer intends to undertake to further mitigate the effects of farm dairy effluent. This may include:
  - Lower discharge rates.
  - Provisions around soil moisture levels and effluent application.
  - Any additional adoptions of industry best management practice for effluent since the consent was issued.
  - Assumptions on effluent N and P content (kg/ha) and any associated adjustments to the N and P fertiliser policy for areas receiving effluent.

Please note that the BOPRC website live monitoring portal contains data around soil moisture levels around the region.

[BOPRC Environmental Data](#)

## **Section 4** Nutrient Management Plan reviews

This section outlines the requirements for reviewing and updating the NMP. It is information only and should not be modified.

## Terminology and definitions

**Benchmarked effective area** – The part of the property/farming enterprise that was used for grazing, cultivation, cropping, horticulture, effluent disposal and includes areas of grazed trees during the 2001-2004 benchmark period.

**BPDIS (Best Practice Data Input Standards)** - Published by Overseer for each new version of the Overseer model. Developed by a group of seven technical expert users using consensus.

**CSA (Critical Source Areas)** – Critical source areas (CSAs) are areas of enriched contaminant sources and hydrological activity that occur in small parts of a catchment or farm, but contribute a disproportionately large amount of contaminants to the environment.

**Detainment Bund<sup>PS120</sup> (DB)** - A low earth bund (usually < 2.5m high) with a decanting riser outlet constructed across an ephemeral flow-path on farm pasture to attenuate phosphorus and suspended sediment (PS) loads transported in overland flow during runoff events for water quality objectives. DB's have a storage to catchment ratio of not less than 120m<sup>2</sup> per hectare of contributing catchment (120). DB ponding areas are normally dry and temporarily hold water (hours to a few days) per runoff event so that pasture productivity in the ponding area is not unduly compromised. For detainment bunds not meeting the specific description above see 'retention bunds'.

**EFP (Ephemeral Flow paths)** – a flow path or stream that flows only during and following a period of rainfall causing runoff.

**Farm** – A single operating unit regardless of its ownership structure, size, arrangement and number of parcels and tenure.

**Farmer** – The person responsible for the day to day farm operations

**Farm Business Enterprise** – A single operating unit regardless of its ownership structure, size, arrangement and number of parcels and legal tenure.

**Farm business operator** – The overarching person in charge of the farm business.

**Farming activity** - Dairy, dairy support and drystock activities, cropping and horticulture, but not including plantation forestry or bush/scrub

**GMP (Good Management Practice)** - GMP refers to the evolving suite of tools or practical measures that could be put in place at a land user, sector and industry level to assist in achieving community agreed outcomes (in this case for water quality)

**Lake Rotorua Groundwater catchment** - All land within the groundwater catchment boundary identified in Map LR1 of the proposed Plan Change 10 document.

**LMO (Land Management Officer)** – Bay of Plenty Regional Council staff member whose role is to promote sustainable land management. The main contact for nutrient management plans.

**LUA (Land Use Advisor)** – Independent land use sector experts contracted by BOPRC to provide land use advice and create nutrient management plans.

**MRT (Managed Reduction Target)** - The planned progressive reduction of nitrogen losses from a property/farming enterprise over time to reach a Nutrient Discharge Allocation.

**NDA (Nitrogen Discharge Allocation)** - The maximum annual amount of nitrogen loss that is allowed to occur from a property/farming enterprise post 1 July 2032. A property/farming enterprise's Nitrogen Discharge Allocation equals the sum of the allowable nitrogen losses, for all of the blocks within the property/farming enterprise (drystock, dairy, bush/scrub, plantation forestry and house blocks).

**NMO (Nutrient Management Officer)** - Bay of Plenty Regional Council staff member responsible for the nutrient accounting and data management required for Plan Change 10

**Olsen P** - A method of soil testing used to find the amount of plant available phosphate in the soil.

**PC10 (Plan Change 10)** - The plan change is one of the methods being used to give effect to Policies WL 3B, WL 5B and WL 6B of the Regional Policy Statement and provides for a staged implementation of these requirements i.e. the managed reduction of any nutrient losses that are in excess of the limits established under Policy.

**PC10 Boundary** - The Lake Rotorua Groundwater catchment within the Bay of Plenty Region.

**Permanently retired:** The permanent removal of plantation forestry and/or agricultural production to enable a natural reversion back to native forest cover (or a land use with the same nitrogen loss rate as bush/scrub) that is legally secured.

**RNRP (Regional Natural Resources Plan)** - A Bay of Plenty Regional Council plan with a purpose to promote the sustainable and integrated management of land and water resources within the Bay of Plenty.

**Rule 11** - A rule setting nutrient limits in the catchments of Lakes Rotorua, Rotoiti, Rotoehu, Okaro and Okareka based on property nutrient levels in 2001-2004. In the Lake Rotorua catchment Rule 11 has been superseded by Plan Change 10.

**Rule 11 Catchment** - Includes the surface water catchments of Rotoiti, Okareka, Rotoehu and Okaro. Prior to proposed PC10 it also included the Lake Rotorua surface water catchment.

**Retention bund** - Any other bund structure used in ephemeral waterways that does not fit under the Detainment Bund<sup>PS120</sup> (DB) definition but is designed to reduce sediment during runoff events.

**Significant Farm System Change:** A change in farm system that alters the inputs, methods or areas being used in the management of the property/farming enterprise where the scale of change means that the Nutrient Management Plan is no longer a realistic representation of the farm system or the predicted discharge exceeds that in the Nutrient Management Plan

**Start Points:** The nitrogen loss benchmark or derived benchmark for a property/farming enterprise as a sum of all block nitrogen loss benchmarks/derived benchmarks developed in accordance with Schedule LR One.



## Nutrient Management Plan Checklist

To facilitate the finalisation of the NMP can the LUA please ensure the following have been completed before submission of the NMP document:

*Check when item complete*

Task	<input checked="" type="checkbox"/>
The latest NMP template has been used when populating the NMP.	<input type="checkbox"/>
User guide has been followed and all sections of the NMP filled out accordingly.	<input type="checkbox"/>
Block maps have been prepared in accordance with BOPRC standards.	<input type="checkbox"/>
BOPRC protocols have been followed when preparing Overseer analyses. Where there are no BOPRC guidelines the Overseer best practice input standards are used.	<input type="checkbox"/>
Supporting OverseerFM analysis published to the Council (or Overseer .xml file supplied prior to OverseerFM use).	<input type="checkbox"/>
Latest CSA spreadsheet and its dropdown list have been used <b>OR</b> approved CSA collector application used as the alternative to CSA spreadsheet.	<input type="checkbox"/>
NMP spelling and grammar check done.	<input type="checkbox"/>